




**State of Florida**  
**DEPARTMENT OF**  
**HIGHWAY SAFETY AND MOTOR VEHICLES**  
**TALLAHASSEE, FLORIDA 32399-0500**

**FRED O. DICKINSON**  
Executive Director

May 24, 2006

TO: Division Directors  
OED Executive Staff

FROM:  David Westberry  
Deputy Executive Director

SUBJECT: DHSMV Contract Authority and Review Process

Please route all agency contracts and agreements through the contract review and approval process prior to execution by a designated authority. This includes cost and no-cost contracts, contract amendments, contract renewals and any written agreements.

The Executive Director has delegated his signature authority to enter into agency contracts and agreements to:

David Westberry, Deputy Executive Director  
Sandra G. DeLopez, Director of Administrative Services  
Deana Metcalf, Deputy Director of Administrative Services  
Stacy Arias, Chief of Purchasing and Contracts

Adhering to the process of contract review and approval will help to ensure that the department follows sound business practices by:

- Following appropriate budget controls
- Maintaining an accurate record of the contracting process
- Paying invoices in accordance with state and federal law
- Constructing contracts and agreements that protect the best interests of the State and DHSMV

Thank you for your assistance in this matter. If you have any questions or concerns about this process, please call me or Sandy DeLopez.

DW/paw

cc: Fred O. Dickinson